

**Department of the Army  
Great Lakes and Ohio River Division  
Corps of Engineers  
P. O. Box 1159  
Cincinnati, Ohio 45201-1159**

**Regional Contracting Board  
Standard Operating Procedure**

- 1. Reference:** Great Lakes and Ohio River Division Regional Contracting Board Charter dated 10 September 1998.
- 2. Purpose:** The purpose of this SOP is to establish operational instructions to the Regional Contracting Board (RCB). The RCB acts as a Division-wide forum by providing regional acquisition planning; establishing/maintaining a corporate contract database and web-site; and developing innovative contracting strategies and opportunities of strategic importance to the Great Lakes and Ohio River Division.
- 3. Membership:** Each District shall designate one member to serve on the Board. Two members shall represent the Division. Each Board Member is responsible for briefing his/her functional Chief, Project Review Board and Commander on Board activities and initiatives. The membership of the Board shall be comprised of Engineering, Construction, Contracting, and Programs/Project Management personnel.
- 4. Procedures:**
  - a. Consistent with the Charter, the Regional Contracting Board shall accomplish regional acquisition planning for the Great Lakes and Ohio River Division; identify contracting methods and capabilities to enhance marketing efforts; and regionalize contracts, where appropriate, to maximize efficiencies.
  - b. The Board shall establish a Division-wide, web-based Contract Database that: (1) enables Districts to make business decisions to meet delivery/performance schedules of its customers; (2) provides LRD Districts the flexibility to share contracts; (3) provides a tool to decrease the number of hollow contracts within the Division; (4) identifies opportunities to support Small and Disadvantaged Business Program floors; and (5) provides acquisition alternatives to gain efficiencies in program execution.
  - c. The Database shall contain ID/IQ contracts with remaining and projected capacity. Each District is required to designate a point of contact (POC), who is responsible to input, update and maintain the database monthly or as capacity and availability changes. Each District will establish ID/IQ contracts that encompass the geographical boundaries and missions of the Division. As part of the contract sharing

initiative, Districts should consider pooling of selections, if adequate information is available to support the contract dollar ceilings specified.

- d. The RCB shall not circumvent the Districts' responsibility to operate, manage and accomplish adequate Acquisition Planning for its programs, to include effective management of its Small and Disadvantaged Business Utilization (SADBU) Program.

## **5. Use of Contracts in Database:**

- a. Any Using District's request for capacity under a contract shown in the Database shall be coordinated with the Procuring District before initiation of discussions with the Contractor. The request shall be supported by a written request (E-mail, letter or telephonic confirmation) to the Procuring District. Information provided shall include estimated dollar amount and anticipated execution date.
- b. If the Using District elects to negotiate/administer the Delivery/Task Order, the Using District shall absorb all costs associated thereto within their overhead pool or direct charge to the appropriate project. The Delivery/Task Order will cite the Contract PIIN of the Procuring District, followed by the two digit PIIN and sequence number of the Using District (Reference: FAR Part 16 and Supplements thereto; and DFARS Appendix G). The Procuring District shall ensure that adequate information is available to the Using District to load the appropriate contract terms and conditions into SAACONS (SPS) and CEFMS. Copies of all executed Orders shall be sent to the Procuring District for maintenance of their contract database (i.e., ordering limits, contract ceilings, etc). Upon completion, the Using District shall process Performance Appraisals. The PCO shall retain responsibility for administration of Subcontracting Plans, Disputes, and Claims Processing.
- c. If the Using District elects to have the Procuring District execute the Delivery/Task Orders, the Using District shall reimburse the Procuring District all in-house costs associated with execution and administration of the Order. These costs shall be negotiated in advance and are based upon actual labor and overhead costs of the Procuring District staff. The Using District shall issue the appropriate MIPR to cover these costs. The Using and Procuring Districts shall ensure the Government Order/Customer Order procedures outlined in CEFMS are followed to ensure appropriate Architect/Engineer and Small Business Targets are credited to the appropriate activity.